

How to Use a Logic Model at Different Stages of Your Project

Phase	Benefits	Who should be involved
Proposal stage	<ul style="list-style-type: none"> Allows the proposal writers to plan thoroughly Helps the writers anticipate funders' questions and prepare answers for inclusion in the proposal Provides a structure for writing the proposal 	<ul style="list-style-type: none"> Principal investigator Project implementers Evaluation specialist
Planning Stage	<ul style="list-style-type: none"> Brings all stakeholders into the planning process Builds relationships between outreach and CBO staff Allows different stakeholder groups to consider assumptions and identify potential barriers Helps outreach staff find ways to integrate into the CBO services and projects Provides a benchmark plan against which progress can be evaluated 	<p>Representatives from the following stakeholder groups:</p> <ul style="list-style-type: none"> All partners on the outreach team <p>And if possible,</p> <ul style="list-style-type: none"> Agency staff and volunteers Clients Evaluation consultant Advisory committee, if one exists Funders
Implementation stage	<ul style="list-style-type: none"> Allows group to check actual project progress against the plan. Provides convenient method for updating new team members Allows group to re-examine assumptions and influences and revise plan Allows alterations in short- and long-term outcomes based on actual implementation <p><i>Note: Good timing for this review might be quarterly or whenever reports are due to a funding agency.</i></p>	<ul style="list-style-type: none"> Outreach team CBO partners (anyone involved in project) Advisory committee, if one exists
Reporting stage	<p>Provides a structure for reporting evaluation data</p> <ul style="list-style-type: none"> Compare actual implementation against plan Report evidence of outcome achievement Add unexpected outcomes 	<ul style="list-style-type: none"> Outreach team Evaluation consultant <p><i>Note: Feedback about final report should be obtained from CBO partners and, if possible, participants</i></p>